



**Town of Leesburg  
Technology and Communications Commission  
Minutes of the Tuesday, July 7, 2009 Meeting**

The Leesburg Technology and Communication Commission met Tuesday, July 7, 2009.

**Technology and Communication  
Commissioners Present:**

JB Anderson  
Sandra Smallwood  
Oliver Peters  
Evan Macbeth  
Tom Coleman

**Cable Franchise Representatives:**  
Paul Miller, Verizon

**Town Staff Present:**  
Kathy Leidich

**Others Present:**

**Town Council Representative:**  
David Butler

***Call to order:***

Meeting was called to order at 7:30 p.m.

***Pledge:***

Deferred as there was no flag

***Approval of Minutes:***

Commissioner Peters made the motion to approve the June 2009 minutes and Commissioner Smallwood seconded the motion. Passed unanimously.

***Petitioners:***

None

***Guests:***

None

***Staff Report:***

Ms. Leidich provided an overview of the Commission Agenda Packet which included the minutes from the June meeting, Section 3.1 of the Verizon Franchise Agreement, the Comcast Franchise Agreement Development Schedule, and an update from the IT Department.

***Franchise Report:***

Mr. Miller stated that FIOS has been installed in all residential areas. The Potomac Crossing subdivision has 56 residential units that need installation. This will be done in 3 phases once notarized plans are received. 11 houses on Memorial Drive need installation. Commissioner

Macbeth requested that Verizon notify them in writing to determine the need for installation. The public right-of-way is very close to the houses, installation may require it under the sidewalk. Mr. Miller also said there is no record or private easements in this area, will need to meet with the Town to determine course of action. Mr. Miller stated that there are 2,300 total multi-family units in Leesburg. 50% have service, 13% in negotiation to establish service, 12% have access to the service and plan being developed to provide it. Mr. Miller said Verizon has contacted 21% of the property owners, 1<sup>st</sup> attempt was by phone, 2<sup>nd</sup> attempt was by certified letter, and the 3<sup>rd</sup> attempt was 30 days later with a certified letter.

***Old business:***

Commission agreed with the Franchise Agreement Development Schedule. Ms. Leidich let the Commission know that the complaint logs for Verizon and Comcast will be placed on the Sharepoint once it is developed by the IT Department.

***New Business:***

None

***Subcommittee Discussion:***

None

***Next Meeting:***

August 13, 2009 – Commission decided to keep it on schedule

***Commission Comments:***

Commissioner Coleman stated the dog park was awesome. Commissioner Macbeth thanked Verizon for FIOS Installation Progress. Chairman Anderson, Commissioner Smallwood, and Commissioner Peters had no comments.

***Council Comments:***

Council Member Butler was pleased that the IT Department will be developing the Sharepoint site in July. He encouraged Commission to pursue interviews that the Tree Commission did with Comcast. Council Member Butler also encouraged Commission to make the Tech Comm page on the website the best of all the Commissions.

***Misc.***

Commission was interested in pursuing the development of an IT forum by the end of September. Possible topics are: Computer safety, as done with Officer Tidmore or the Police Department

***Adjourn***

Meeting was adjourned at 8:20 p.m. Motion was made by Commissioner Macbeth and seconded by Commissioner Peters. Passed unanimously

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Kathleen Leidich  
Assistant to the Town Manager